

**FOUR RIVERS SANITATION AUTHORITY
ADDENDUM NO. 1
ITB #26-203
Bottled Drinking Water Delivery Service
March 6, 2026**

1. Notice

This Addendum No. 1, dated March 6, 2026, to the Invitation to Bid: **Bottled Drinking Water Delivery Service** supersedes all contrary and conflicting information in the above-mentioned instructions, specifications, and contract documents which are hereby supplemented or revised in certain particulars as follows:

2. General Information

FRSA submits Addendum No. 1 to answer questions and to provide a REVISED Bid Form.

3. Questions & Answers

Question 1: For the coolers, would Hot/Cold units be ok for all the units?

Answer 1: See the below table and the REVISED Bid Form following this Addendum No. 1, both listing the required dispenser types.

Question 2: How many locations is this servicing? It looks like there are 14 units being requested.

Answer 2: There are 3 locations and 13 total dispensers. See the below table for locations, number and type of dispensers at each location.

3333 Kishwaukee St.:	Number of Dispensers	Type of Dispensers
Plant Operations Building #9	1	Top-load, hot/cold
Maintenance Building #8	3	2 Top-load, hot/cold; 1 top-load room temp
Old Main Pump Building #3	1	Top-load, hot/cold
Aeration Lab Building #18	1	Top-load, hot/cold
Laboratory Buildings #37 & #28	2	Top-load, hot/cold
3501 Kishwaukee St.:	Number of Dispensers	Type of Dispensers
Administration Building #31	4	1 top-load, 3 bottom load; hot/cold
Martin Road:	Number of Dispensers	Type of Dispenser
Collection Systems Operation Building #40	1	Bottom-load, hot/cold

4. Revised Bid Form

Please use the revised Bid Form following this Addendum No. 1.

Bidder shall initial this Addendum No. 1 and include it with their proposal.

_____ Bidder's Initials

**IV
BID FORM – REVISED
FOUR RIVERS SANITATION AUTHORITY
INVITATION TO BID #26-203
BOTTLED DRINKING WATER DELIVERY SERVICE**

Failure to complete this form will result in disqualification of Vendor's bid or proposal.

To: BOARD OF TRUSTEES
FOUR RIVERS
SANITATION AUTHORITY
3501 KISHWAUKEE ST.
ROCKFORD, IL 61109

From: _____
(Individual, Partnership or Corporation)

(Address of Individual, Partnership or Corporation)

Trustees:

I (We) the undersigned hereby propose to furnish **Bottled Drinking Water Delivery Service** in compliance with the attached Introduction, General Specifications and Instructions, Detailed Specifications, Bid Form, Fair Employment Practices Affidavit of Compliance Form, Forms of Affidavit, and Contract Form.

The Undersigned also affirms and declares:

- A. That they have examined and are familiar with all the related contract documents and found that they are accurate and complete and are approved by the undersigned.
- B. That they have carefully examined the scope of the required service, materials or equipment supplied, and that, from their own investigation, have satisfied themselves as to the nature and location of the delivery point, the character, quality and quantity of materials, and the kind and extent of equipment and other facilities needed for the performance of the service and provision of the materials, the general and local conditions and all difficulties to be encountered, and all other items which may, in any way, affect the services, materials, or equipment or their performance.
- C. That this bid is made without any understanding, contract or connection with any other person, partnership, or corporation making a bid for the same purposes, and is in all respects fair and without collusion or fraud; and that they are not barred from submitting a bid as a result of a bid-rigging or bid-rotating conviction.
- D. All goods and services provided in response to this request will be produced in compliance with all applicable requirements of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor.
- E. The firm which I (we) represent complies with all applicable requirements of the Americans with Disabilities Act (ADA), the Occupational Safety and Health Act (OSHA), rules and regulations of the US Department of Transportation (DOT), and the Federal Drug Free Work-Place Act. If said firm is awarded a contract to provide the Authority's Bottled Drinking Water Delivery Service²⁰, it will:

1. complete all OSHA, ADA, and DOT required supervisory, employee and customer training,
2. document compliance as required,
3. ensure that persons in safety-sensitive positions associated with loading, transportation, and delivery of the merchandise or service detailed in these specifications are subject to all required drug and alcohol testing and are properly licensed,
4. prepare and make available all required information and documentation, and
5. hold harmless and indemnify the Authority and the Authority's representatives as defined in Section 2.16 from all:
 - a. Suits, claims, or actions;
 - b. Costs, either for defense (including but not limited to reasonable attorney's fees and expert witness fees) or for settlements, and;
 - c. Damages of any kind (including but not limited to fines, actual, punitive, and compensatory damages) relating in any way to or arising out of the ADA or the OSHA, to which said firm is exposed or which it incurs in the execution of the contract.

F. The firm which I (we) represent has adopted and promulgated written sexual harassment policies that include, at a minimum, the following information:

1. the illegality of sexual harassment;
2. the definition of sexual harassment under Illinois State Law;
3. a description of sexual harassment, utilizing examples;
4. my (our) organization's internal complaint process including penalties;
5. the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission;
6. directions on how to contact the Department and the Commission; and
7. protection against retaliation as provided by Section 6-101 of Illinois Human Rights Act. (775 ILCS 5)

Upon request, my (our) organization will provide the Illinois Department of Human Rights with the information described in F1 through F7 above.

In submitting this bid, I (we) agree that I (we) are not withdraw this bid for a period of sixty (60) calendar days following the scheduled bid opening. I (we) have carefully examined the nature of the service, materials, and equipment. The cost of all the service, materials, and equipment necessary to complete this contract is given in this bid.

The selected proposer is to enter into a Contract with the Authority to complete the Project in a form substantially similar to the Contract attached hereto. The Contract must be executed by the Contractor/Vendor and returned, together with the Insurance Documents and Performance Bond (if applicable) within ten (10) calendar days after it has been mailed to the Contractor. Two copies of the contract must be executed by the Contractor. One fully executed copy will be returned to the Contractor. See Section VIII for a sample copy of the agreement.

**BID FORM CONT'D. – REVISED
FOUR RIVERS SANITATION AUTHORITY
INVITATION TO BID #26-203
BOTTLED DRINKING WATER DELIVERY SERVICE
AS SPECIFIED IN THIS INVITATION TO BID**

Failure to complete this form will result in disqualification of Vendor's bid.

Express cost in written and numerical form.

Year One: May 1, 2026 – April 30, 2027		
A	B	C
5-Gallon Bottle Filtered Drinking Water Cost	Estimated number of 5-gallon bottles per year	5-gallon bottle estimated total cost
\$	1,920	\$
Top Load Hot/Cold Dispenser Rental - Each	Dispenser Rental Qty Per Year (8/month)	Top Load Hot/Cold Dispenser Rental Total
\$	96	\$
Bottom Load Hot/Cold Dispenser Rental - Each	Dispenser Rental Qty Per Year (4/month)	Bottom Load Hot/Cold Dispenser Rental Total
\$	48	\$
Top Load Room Temp Dispenser Rental - Each	Dispenser Rental Qty Per Year (1/month)	Top Load Cold/Room Temp Dispenser Rental Total
\$	12	\$
Delivery Fee	Bidder to provide number of delivery fees per invoice at 2 invoices/month for 12 months	Delivery Fee 12-Month Estimated Total Cost
\$		\$
Bottle Deposit	5-gallon bottles	Bottle Deposit estimated total cost for 12 months
\$	Approx. 384	+\$
Bottle Return	5-gallon bottles	Bottle Return estimated credit for 12 months.
\$	Approx. 384	-\$
Admin Fee	Bidder to provide number of admin fees per invoice at 2 invoices/month for 12 months	Admin Fee 12-Month Estimated Total Cost
\$		
Year 1 Estimated Cost Subtotal:		\$

Year Two: May 1, 2027 – April 30, 2028		
A	B	C
5-Gallon Bottle Filtered Drinking Water Cost	Estimated number of 5-gallon bottles per year	5-gallon bottle estimated total cost
\$	1,920	\$
Top Load Hot/Cold Dispenser Rental - Each	Dispenser Rental Qty Per Year (8/month)	Top Load Hot/Cold Dispenser Rental Total
\$	96	\$
Bottom Load Hot/Cold Dispenser Rental - Each	Dispenser Rental Qty Per Year (4/month)	Bottom Load Hot/Cold Dispenser Rental Total
\$	48	\$
Top Load Room Temp Dispenser Rental - Each	Dispenser Rental Qty Per Year (1/month)	Top Load Cold/Room Temp Dispenser Rental Total
\$	12	\$
Delivery Fee	Bidder to provide number of delivery fees per invoice at 2 invoices/month for 12 months	Delivery Fee 12-Month Estimated Total Cost
\$		\$
Bottle Deposit	5-gallon bottles	Bottle Deposit estimated total cost for 12 months
\$	Approx. 384	+\$
Bottle Return	5-gallon bottles	Bottle Return estimated credit for 12 months.
\$	Approx. 384	-\$
Admin Fee	Bidder to provide number of admin fees per invoice at 2 invoices/month for 12 months	Admin Fee 12-Month Estimated Total Cost
\$		
Year 2 Estimated Cost Subtotal:		\$

Year Three: May 1, 2028 – April 30, 2029		
A	B	C
5-Gallon Bottle Filtered Drinking Water Cost	Estimated number of 5-gallon bottles per year	5-gallon bottle estimated total cost
\$	1,920	\$
Top Load Hot/Cold Dispenser Rental - Each	Dispenser Rental Qty Per Year (8/month)	Top Load Hot/Cold Dispenser Rental Total
\$	96	\$
Bottom Load Hot/Cold Dispenser Rental - Each	Dispenser Rental Qty Per Year (4/month)	Bottom Load Hot/Cold Dispenser Rental Total
\$	48	\$
Top Load Room Temp Dispenser Rental - Each	Dispenser Rental Qty Per Year (1/month)	Top Load Cold/Room Temp Dispenser Rental Total
\$	12	\$
Delivery Fee	Bidder to provide number of delivery fees per invoice at 2 invoices/month for 12 months	Delivery Fee 12-Month Estimated Total Cost
\$		\$
Bottle Deposit	5-gallon bottles	Bottle Deposit estimated total cost for 12 months
\$	Approx. 384	+\$
Bottle Return	5-gallon bottles	Bottle Return estimated credit for 12 months.
\$	Approx. 384	-\$
Admin Fee	Bidder to provide number of admin fees per invoice at 2 invoices/month for 12 months	Admin Fee 12-Month Estimated Total Cost
\$		
Year 3 Estimated Cost Subtotal:		\$
3-Year Estimated Cost Total May 1, 2026 – April 30, 2029		
Expressed in Words		Expressed Numerically
		\$

In conformity with the requirements of the Detailed Specifications, I have submitted attached to this request for bids and incorporated in my bid by reference prices and part descriptions sufficient for the Authority to evaluate my organization's bid.

The undersigned acknowledges that Addendum numbers ____, ____, ____ were received, and realizes that all Addenda are considered part of the Contract.

Date: _____

By signing this bid, I/we, the bidder(s), agree to the terms of the bid, bid requirements, addenda, and contract.

Bidder: _____	By: _____
(Print Name of Firm)	(Authorized Rep's Signature)
_____	_____
(Print Street Address)	(Print Rep's Name)
_____	_____
(Print City, State, Zip)	(Print Rep's Title)
_____	_____
(Area Code and Phone Number)	(Email Address)

NOTE: The Four Rivers Sanitation Authority, a Governmental Unit, pays neither Federal Excise Tax nor Illinois Retailers' Occupational Tax. The bidder must exclude those taxes from their bid.